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SUMMARY OF THE ACTIVITIES OF THE LANGUAGE SERVICES DIVISION

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The training activities provided by the Language Services Division can be described under three major headings:

1. Elementary instruction on a semi-intensive basis carried on on the premises of the Language Services Division where operational necessity or security makes such a course of training desirable.
2. Outside training is provided for personnel who can be released from their normal duties to pursue full-time or part-time training at institutions which offer courses that cannot be conveniently provided on the premises.
3. Self-study training is made available through the facilities of the language laboratory to those members of the Agency who have previously acquired training in various languages. These self-study courses consist of tape recordings, accompanying textual materials to be employed by the student subject to advice from the instructor concerned. In addition to this service, the Division also has on hand language instruction material consisting of 78 rpm foreign records and accompanying manuals which are lent out on a library basis to personnel of the Agency.

The following is a breakdown into categories of the number of students trained in the various programs administered by the Language Services Division since the inception of the Division on 17 March 1952.

1. Total number of students attending regularly scheduled classes on a semi-intensive basis (13 hours a week): 123
2. Total number of students who have pursued self-study courses in the language laboratory: 294

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3. The average number of students on the active enrollment of the Division has been 140, including both class and self-study students.
3. The total number of students sponsored by the Division for outside training in various institutions: 249.
4. The grand total of students attending class, self-study courses and courses in outside institutions: 666.
5. Total number of languages for which materials are available in the laboratory: 23.
 - A. Languages available in semi-intensive classes given by the Language Services Division: Afrikaans, French, German, Italian, Russian, Spanish.
 - B. Languages for which textual materials are available: Afrikaans, Arabic, Chinese, Czech, Danish, Dutch, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Malay, Polish, Portuguese, Persian, Rumanian, Russian, Serbo-Croatian, Slovak, Spanish, and Turkish.
6. Language courses in outside institutions to which students have been sent: Arabic, Bulgarian, Burmese, Chinese, Czech, Dutch, English, French, German, Greek, Hindi, Hungarian, Italian, Indonesian, Japanese, Korean, Persian, Polish, Portuguese, Rumanian, Russian, Serbo-Croatian, Slovac, Spanish, Swedish, Thai, Turkish, Urdu, Vietnamese.
7. Institutions in which students have been placed for language instruction:

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8. In the beginning of its operations, the instructional staff of the Division consisted of three instructors. The total was later reduced to two by the loss of the Russian instructor.

As the instructional staff can be built to full strength, a consequent rise in the number of trainees can be expected.

9. The laboratory has been in use for a total of more than 13,000 ^{student} hours. If one computes the price of one hour of student instruction at \$2.50, it can be seen that the investment in the laboratory would be amortized in a very short period, approximately one year.

In May 1952 forms were distributed to the Divisions of the Agency for a survey of the language needs of the Agency. The survey was divided into three phases:

1. Current requirements for fiscal year 1953.
2. Long-range requirements for a period of five years.
3. Requirements for drill hours aimed at the retention of existing language skills.

The replies to the survey were received and tabulated by the Division. The tabulation showed the current requirements for the training of approximately 800 students in fiscal year 1953 in twenty-five languages. As will be noted from the breakdown of the training activities given above, these needs will have been substantially met by the end of the year.

Plans and Projected Programs

The Language Services Division is presently engaged in experimentation to determine the benefits to be derived from the use of various visual aids in conjunction with classes. The Division has obtained a number of film strips which

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are presently being employed in conjunction with the class program.

The Language Services Division has undertaken a survey of requirements in the Agency for showings of moving pictures with foreign language sound tracts. Where the response has deemed sufficient, the tentative schedule has been established and films are presently being previewed for purposes of selecting the films to be shown.

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